

ADMINISTRATIVE INTERNAL USE ONLY  
EYES ONLY

DDS&T#882-74


5 MAR 1974

MEMORANDUM FOR: Director of ELINT  
Director of Special Activities  
Director of Development and Engineering  
Director of NPIC  
Chief, Domestic Field Staff  
Chief, Special Projects Staff  
Director of Research and Development  
Director of Scientific Intelligence  
Director of Weapons Intelligence  
Director of Technical Service

SUBJECT: Minimum Time in Grade Criteria

As you know, on 25 February, the DDS&T Career Service Board approved a minimum time in grade for promotion to the next grade level. The DDS&T has now agreed to this criteria which will apply immediately to all Career Service Boards within the directorate. It was also agreed that this criteria should not be published for the general information of all employees. The Board also agreed that career service boards within the directorate may, in exceptional circumstances, waive the minimum time in grade requirement to promote an employee. Every six months a report showing exceptions made by each board will be presented to the DDS&T Board for their information. It was also agreed that a statistic showing 50% of promotions that were made at each grade level in a given number of months could be published and made available to all employees. Attached is the minimum time in grade criteria for promotion to the next grade level and a report showing the 50% factor for Calendar Year 73 for all "R" careerists. The later report can be made available to all employees.

25X1A9a

  
Chief, Administrative Support Staff  
DD/S&T

Attachments: a/s

cc:  25X1A9a